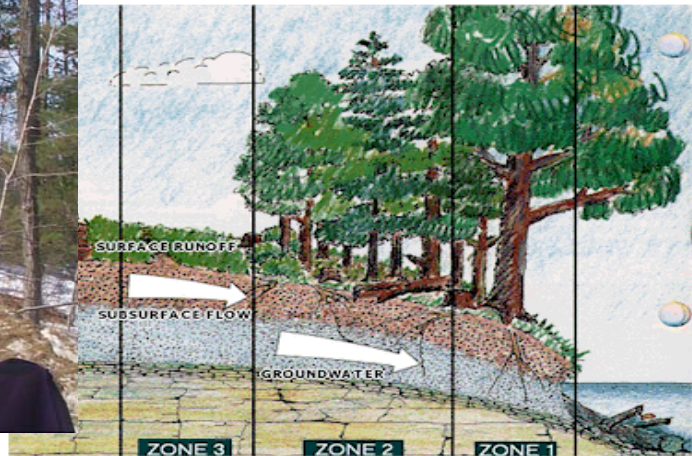
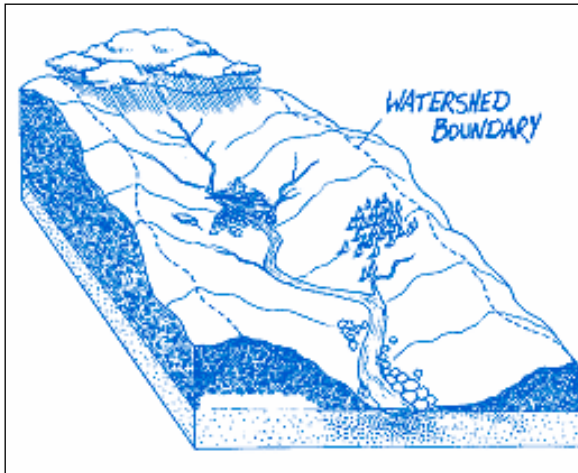


The New Hampshire Department of Environmental Services  
Requests Proposals for

## 2005 Watershed Approach Pilot Program



### INFORMATION PACKET FALL 2004

Application forms may be downloaded at [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm)



## 2005 WATERSHED APPROACH PILOT PROGRAM

### 1. Introduction

The New Hampshire Department of Environmental Services (DES) is pleased to introduce the Watershed Approach Pilot Program to support local initiatives to control nonpoint source pollution. The purpose of the pilot projects is to demonstrate a new, integrated approach to local watershed management.

Under this approach, in addition to financial assistance, DES will provide access to technical staff and to consultants on retainer to ensure that local management and decision-making is complemented with a high level of technical support.

Accompanying this packet is a separate information package for applicants seeking Watershed Assistance Grants. Applicants may apply for both Watershed Assistance Grants and the Watershed Approach Pilot Program, without reducing the chances of success in either program. Applications for both grants can be found at [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm).

In preparation for the pilot program, the DES Watershed Management Bureau conducted a GIS analysis of available information to determine priority areas in which to initiate the watershed approach. Based on the availability of geographic data and a reasonable scale for watershed management, the analysis was performed at the 10-digit hydrologic unit code level, and included 26 factors grouped into the following categories:

- Biological resources
- Human factors
- Land resources
- Recreational resources
- Water resources.

These factors were statistically analyzed and grouped into priority categories for watersheds needing protection, needing restoration, and threatened watersheds, as shown on the map in Appendix A. DES intends to select three Watershed Approach Pilot Projects, preferably one in each category (note that many watersheds are priorities in more than one category).

Some of the funds for the DES Watershed Approach Pilot Program are appropriated through the U.S. Environmental Protection Agency under **Section 319** of the Clean Water Act. In addition to staff assistance, DES will set aside approximately **\$250,000** during the next two years for consultant services that support pilot projects, contingent upon receiving federal funds.

To apply for funding, please visit [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm) to review and download the proposal form (part B). If you are unable to access or use the electronic version of the proposal form, please contact any of the DES staff persons listed in this information packet.

You are strongly encouraged to contact the DES staff listed below to discuss your proposal before completing an application. Staff members are available to meet on-site upon request.

## **2. Application Deadline**

Applications must arrive at DES no later than 4:00 p.m., November 19, 2004.

## **3. For More Information**

For more information on the Watershed Approach Pilot Program, contact Eric Williams at 603/271-2358 ([ewilliams@des.state.nh.us](mailto:ewilliams@des.state.nh.us)). For information and assistance regarding Watershed Assistance Grants, please contact Jillian Jones at 603/271-8475 ([jjones@des.state.nh.us](mailto:jjones@des.state.nh.us)).

Proposals with monitoring components must include the task of preparing a Quality Assurance Project Plan (QAPP), which must be approved by EPA before monitoring begins. Contact Jillian Jones at 603/271-8475 ([jjones@des.state.nh.us](mailto:jjones@des.state.nh.us)) and see [www.des.nh.gov/wmb/was/QAPP/](http://www.des.nh.gov/wmb/was/QAPP/) for more information.

## **4. Who Can Apply?**

The following governmental subdivisions and organizations with 501(c)(3) federal tax exempt status are eligible to receive Watershed Assistance Grants. **Non-profit organizations must be registered as corporations with the N.H. Secretary of State, see [www.state.nh.us/sos/corporate/](http://www.state.nh.us/sos/corporate/).** Other groups may also apply for grant funding by partnering with the following organizations:

- Municipalities
- Regional Planning Commissions
- Non-profit Organizations
- County Conservation Districts
- State Agencies
- Watershed Associations
- Water Suppliers

## **5. Eligible Projects**

Projects must be within one of the top priority watersheds as shown on the map in Appendix A.

Since this a pilot program to demonstrate the Watershed Approach, successful applicants will have a well-conceived idea about how to manage their watersheds, strong public support and partnerships, and a desire to show measurable environmental results.

Watershed Approach Pilot Projects must address identified nonpoint source problems.

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To be considered for the pilot program, project proposals must meet the following **minimum requirements**:

1. The project must address a goal or goals in the *New Hampshire Nonpoint Source Management Plan*, online at [www.des.state.nh.us/wmb/was/npsplan.pdf](http://www.des.state.nh.us/wmb/was/npsplan.pdf), or available in hard copy at DES.
2. The project must plan or implement measures that prevent, control, or abate NPS pollution. Projects should:
  - be directed at encouraging, requiring, or achieving implementation of best management practices (BMPs), whether structural or non-structural, to abate existing nonpoint sources, or directed at preventing NPS pollution through better land use management.
  - be feasible, practical and cost effective.
  - provide an informational, educational, and/or technical transfer component.
3. Federal sources provided in the form of grants, DES staff assistance, or consultant services must be matched with non-federal sources of cash or in-kind services. The application must estimate the value of available non-federal match for the project.
4. The project must include an appropriate method for evaluating the project results with respect to the project goals, with an emphasis on measurable environmental improvement.\* See [www.des.state.nh.us/wmb/was/2004rfp/links.htm](http://www.des.state.nh.us/wmb/was/2004rfp/links.htm) for a simple pollutant load reduction model.
5. The proposal must follow the prescribed format (see [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm) to download the proposal form).

\*Where feasible, project proponents shall describe potential benefits of the project in terms of NPS pollutant load reduction (e.g., reductions in sediment, nutrients, etc.) or water quality improvement (e.g., ambient chemistry or meeting designated uses not previously met). Project proponents may utilize both qualitative and quantitative measures.

## **6. Program Requirements**

- Applicants must provide at least 40% of the total project cost (not 40 percent of the grant amount requested) with non-federal funds and/or in-kind services. One way to calculate the required match is to multiply the grant funds requested by 0.667. Volunteer labor can be valued at \$17.19 per hour (see [www.independentsector.org](http://www.independentsector.org) for methodology), or at the current professional rate for services provided.
- If your proposed project involves the collection, analysis, or manipulation of environmental data and it is selected for funding, it will require a Quality Assurance Project Plan (QAPP). **The QAPP must be approved by DES and the U.S. EPA prior to the commencement of this work.** Applicants must include the preparation and implementation of this plan as a specific task and as an item in the budget. Keep in mind that it usually takes several months to complete the QAPP writing and approval process. For guidelines on the timeframe required for development and approval of QAPPs, visit the DES website at [www.des.state.nh.us/wmb/was/2004rfp/QAPPtimetable.pdf](http://www.des.state.nh.us/wmb/was/2004rfp/QAPPtimetable.pdf), or for more information on QAPPs, contact Jillian Jones at 603/271-8475, or [jjones@des.state.nh.us](mailto:jjones@des.state.nh.us).

All QAPPs should be written according to one of the following guidance documents:

- *EPA Requirements for Quality Assurance Project Plans* (EPA QA/R-5), EPA/240/B-01/003, March 2001. Online at [www.epa.gov/quality/qs-docs/r5-final.pdf](http://www.epa.gov/quality/qs-docs/r5-final.pdf) or contact DES for a hard copy.
- *The Volunteer Monitor's Guide to QAPPs*, EPA 841-B-96-003, Sept. 1996. Online at [www.epa.gov/owow/monitoring/volunteer/qappcovr.htm](http://www.epa.gov/owow/monitoring/volunteer/qappcovr.htm).
- Stream restoration projects should consult Generic Quality Assurance Project Plan for Stream Morphology Data Collection, Provan & Lorber, Inc., July 2003. Online at [www.des.state.nh.us/wmb/was/QAPP/](http://www.des.state.nh.us/wmb/was/QAPP/).
- Biological monitoring may need supplemental guidance documents, and will be determined on a case-by-case basis.

Volunteers should use the volunteer monitoring guide and professional organizations should use the QA/R-5 guide. DES has a QA/R-5 document template available for grant recipients and example QAPPs of both types. Before embarking on a QAPP, please obtain these helpful documents from DES.

- Semi-annual progress reports and a final report are required. Reports should provide documentation of task completion, with special attention to measurable results, such as



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monitoring data and photographs. Report forms are available on the DES website, [www.des.state.nh.us/wmb/was/2004rfp/ProgressReportForm.doc](http://www.des.state.nh.us/wmb/was/2004rfp/ProgressReportForm.doc).

### **7. How Do I Apply?**

Applications must be received at DES no later than 4:00 p.m., **November 19, 2004**.

Submit **5 signed copies** (no binding please) of the 2005 Watershed Approach Pilot Program Proposal Form (attached) and all attachments, via mail or hand delivery, and **an electronic copy** of the Proposal Form and all attachments (other than support letters) in Microsoft Word or PDF file formats to:

NH Department of Environmental Services  
Attention: Jillian Jones  
Watershed Assistance Section  
PO Box 95  
Concord, NH 03302-0095

For overnight shipping or hand deliveries, our address is 29 Hazen Drive, Concord NH 03301-6509.

E-mail electronic copies to: [jjones@des.state.nh.us](mailto:jjones@des.state.nh.us)

Applications can be downloaded from the DES web site at [www.des.state.nh.us/wmb/was/grants.htm](http://www.des.state.nh.us/wmb/was/grants.htm).

For assistance with your application, refer to the contacts in the "For More Information" section on page 2.

### **8. Evaluation Criteria**

The Watershed Assistance Section grants review team will evaluate proposals based on the following criteria:

- Clarity of water quality or habitat problem (25 points).
- Specificity of the project goals and solutions to the water quality or habitat problem (20 points).
- Commitment of local support (10 points).
- Value of project to demonstrate the watershed approach (35 points).
- Proposed environmental measures of success (10 points).

### **9. Documentation Required for Grantees**

If selected pilot projects request financial assistance, grant recipients must enter into a Grant Agreement with the State of New Hampshire to receive funds. Grant agreements for \$5,000 or more require Governor and Executive Council approval. The State of New Hampshire requires the following documentation for execution of Grant Agreements (this documentation is **not**

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**required at the time of application** for Watershed Assistance Grants, but will be needed prior to awarding funds to successful applicants):

1. Vendor Code (issued following submittal by applicant of the “Alternate W-9” form - provided by DES).
2. Notarized “Grant Agreement” form (the “contract”) – provided by DES and signed and notarized by applicant.
3. Notarized “Certificate of Authority” form – provided by DES and signed and notarized by applicant (Note: The Certificate of Authority indicates that the person signing the Grant Agreement has authority to do so).
4. “Certificate of Good Standing” form from the N.H. Secretary of State (Note: This form indicates that a non-profit organization has filed its Articles of Agreement with the Secretary of State and that the organization has paid the \$25 fee to do so).
5. Certificate of Insurance indicating that the Grant Recipient has the required amount of liability insurance (\$2,000,000 for bodily injury; \$500,000 property damage) - provided by applicant. (Note: The insurance requirement can be waived for projects that do not involve construction, or if construction is provided by an insured sub-contractor.)

### **10. Selection Process and Time Table**

The 2005 Watershed Assistance Pilot Program, including a completed application and project narrative, are due November 19, 2004. Up to three pilot projects will be selected by December 31, 2004.

DES will work with selected pilot project lead organizations to develop a comprehensive work plan and schedule of tasks, including requested technical assistance and consultant services. This process could take up to six months and should include public participation. Work plans should be complete by June 30, 2005. If financial assistance is required, grantees should allow a few additional months for Governor and Council approval of grant agreements.

## **Appendix A**

### **Watershed Approach Top Twenty Watersheds**